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**UNITED STATES GENERAL ACCOUNTING OFFICE**  
**REGIONAL OFFICE**  
8112 FEDERAL OFFICE BUILDING  
FIFTH AND MAIN STREETS  
CINCINNATI, OHIO 45202

Colonel Thomas S. Farrell  
State Director  
Ohio State Headquarters  
Selective Service System  
85 Marconi Boulevard  
Columbus, Ohio 43215

APR 27 1971



Dear Colonel Farrell:

We have made a review for the settlement of the accounts of certifying officers at the Ohio State Headquarters, Selective Service System (SSS), Columbus, Ohio for the period January 17, 1965 to March 31, 1971. Our review, completed in February 1971, was made pursuant to the Budget and Accounting Act, 1921 (31 U.S.C. 53), and the Accounting and Auditing Act of 1950 (31 U.S.C. 67).

Each agency has the basic responsibility for proper accounting and internal control to provide assurance of the legality, propriety, and correctness of disbursements and collection of public funds. In recognition of this responsibility, we placed major emphasis on the adequacy and effectiveness of the accounting and internal controls, including internal auditing, and made such tests of transactions as we deemed appropriate. We considered the report of the most recent audit by the National Headquarters Field Auditor in setting the scope of our review. We did not examine program-type activities.

Our review disclosed that the administrative procedures and controls were generally satisfactory. However, we did note certain findings, summarized below, that were discussed with you and members of your staff and on which corrective action has been taken or promised.

1. One official accepted 13 collect personal long distance calls amounting to \$50.05 on the Federal Telecommunications System during July to October 1970. SSS Fiscal and Procurement Manual, Part 6, paragraph 6.53 (a)(4) e. provides that except in emergencies, unofficial long distance calls should not be permitted. For 11 of the 13 calls the official indicated they were of an emergency nature.

The payment for such calls by SSS on General Services Administration (GSA) billings results in the expenditure of considerable SSS and clerical time in processing billing adjustments and in making charges to the official. Accordingly, we believe that the number of such calls should be held to a minimum.

Further, at the time of our review we noted that SSS had not received an adjustment of \$15.35 for the personal calls.

2. A reemployed annuitant was overpaid about \$500 because the established per annum rate was not reduced by the annual annuity being received.

3. During a 5-month period there were 16 instances where the computation of per diem for trips of 24 hours or less was based on calendar day quarters rather than on 6-hour increment quarters, resulting in excess per diem payments totalling \$59.60.

4. We found fourteen instances in which part time employees appointed later than the first work day of their pay period and two instances in which part time employees separated before the last work day of their pay period were erroneously accrued leave for the pay periods. In total, 19 hours annual leave and 17 hours sick leave were improperly accrued for the employees. Four of the employees received excess lump sum payments in the total amount of \$14.61.

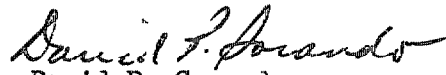
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In accordance with 8 GAO 13 the records of transactions through March 31, 1971 may be transmitted to the Federal Records Center for storage in accordance with your records management program.

Three copies of this report are being sent to the Director, SSS, National Headquarters, Washington, D.C.

We wish to acknowledge the cooperation given our representatives during the review. Your comments and advice as to action taken on our findings will be appreciated.

Very truly yours,

  
David P. Sorando  
Regional Manager